

JOB OPENINGS

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

Part 1

Number of Openings:

1

Company Name:

A.H. ELECTRONIC TEST EQUIPMENT REPAIR CENTER, INC.

Job Title:

Quality Assurance Manager

Minimum Experience Required:

2 years

Job Description:

QUALITY ASSURANCE MANAGER - With Technical background.

A.H Electronic Test Equipment Repair center is involved in Scientific Instrument Research & Development & Repair.

MUST Be Familiar with NATIONAL & INTERNATIONAL STANDARDS:

- * International Standards - ANS/ISO/IEC 17025:2005 & 17025: 2005 Accreditation
- * International Standards - ISO 9001: 2008
- * NATIONAL STANDARDS - ANSI/NCSL Z540-1, etc.
- * MEASUREMENT UNCERTAINTY, Type A & B. Expression of uncertainty in measurement
- * Determining combined standard uncertainty & reporting uncertainty
- * Proficiency Testing, Manual Calibration Procedures & Automatic Calibration procedures
- * Maintain Quality Control & Quality Assurance
- * Personally getting involved in the actual process.

General Requirements for the competence of the laboratory repair & calibration - Adhering to the standards. *Must be knowledgeable of: Calibration Procedures, Process, Measurement Uncertainty, Actual Data, Proof testing, Normative Ref. Terms & Definitions and to ensure that his or her personnel are aware of the relevance and importance. Programs: ANS/ISO/IEC 17025: 2005, ISO-9001:2008, ANSI/NCSL Z540-1, MET/TRACK, MET/CAL.

***Salary: Based on Experience**

****Veterans are encouraged to apply.**



Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

James DiLiberto
Workforce Investment Board Chair

JOB OPENINGS

Part 2

Job Location:

Islip, New York

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by fax, or by email:

Fax: Haynes, Audley (631) 277-7513

Email: Info@ahelectronics.com

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Part 1

Number of Openings:

1

Company Name:

HealthPort Technologies, LLC

Job Title:

Release of Information Specialist I

Minimum Experience Required:

No experience requirement provided.

Job Description:

HealthPort is currently seeking qualified professionals for a Release of Information Specialist I to process medical records requests at a local hospital facility.

This is an entry level position responsible for processing all release of information (ROI) specifically medical record requests in a timely and efficient manner ensuring accuracy and providing customers with the highest quality product and customer service. Associate must at all times safeguard and protect the patient's right to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company policy and HIPAA regulations.

Requirements:

Minimum Qualifications:

- * Administrative experience in an office setting; previous release of information, medical records, or other related experience in a healthcare environment is preferred.
- * Proven customer service experience and/or training.
- * Ability to effectively use computer software and technology as required by the member facility including Microsoft Word and Excel.
- * Ability to understand and become knowledgeable of Release of Information standards, policies & procedures and HIPAA regulations and to complete work in compliance of these and other standards.
- * Ability to read and comprehend simple, healthcare terminology.
- * Effective verbal and written communication skills.
- * Effective organizational skills a must.
- * Ability to work professionally, effectively, and efficiently in a team environment with customers, management and co-workers.
- * Must be able to multi-task effectively.



JOB OPENINGS

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Part 2

Education/Training/Experience:

- * Must be at least 18 years of age or older
- * High School Diploma (GED) required
- * **A minimum of an Associate's Degree in healthcare related discipline desired**
- * Knowledge, experience and/or training in accurate data entry, office equipment and procedures required.

Job Location:

Riverhead, New York

Hours per Week:

40

Duration:

Full Time, Regular

Shift:

First (Day)

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://newyork.us.jobs/viewjob.asp?jobid=10969370>



JOB OPENINGS

Number of Openings:

10

Company Name:

ABC Employment Agency, Inc.

Job Title:

Demolition Technician

Minimum Experience Required:

2 years

Job Description:

Dismantle hazardous materials, dispose of waste, remove lead shielding. Must be able to lift 50 lbs, work evenings as required. Must wear full face respirator and follow all Safety and Health regulations. Long term assignment, salary commensurate with experience.

Require 2 years commercial/industrial dismantlement experience. Prefer experience with haz mat, such as asbestos or radioactive.

Must pass physical exam including drug test. Immediate consideration. Contact Andrew Lalonde 516-785-3244 fax resume 516-781-6191 prefer email as word doc directly to:

abcemployment@optonline.net This new job posted Feb. 24, 2015

Job Location:

Brookhaven, New York

Hours per Week:

40

Duration:

Full Time, Temporary

Shift:

First (Day)

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by fax, by email, or on-line:

Fax: No Contact Name Provided (516) 781-6191

Email: abcemployment@optonline.net

Web-site: <http://newyork.us.jobs/viewjob.asp?jobid=10956561>

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JOB OPENINGS

Number of Openings:

1

Company Name:

ABC Employment Agency, Inc.

Job Title:

Driver CDL B

Minimum Experience Required:

3 years

Job Description:

Deliver home improvement goods to local hardware stores. Must have clean CDL B and be able to pass drug test.

Job Location:

Port Washington, New York

Hours per Week:

40

Duration:

Full Time, Regular

Shift:

First (Day)

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by fax, by email, or on-line:

Fax: No Contact Name Provided (516) 781-6191

Email: abcemployment@optonline.net

Web-site: <http://newyork.us.jobs/viewjob.asp?jobid=10946933>

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JOB OPENINGS

Number of Openings:

15

Company Name:

ACLD- Adults and Children with Learning and Developmental Disabilities

Job Title:

Direct Support Professional

Minimum Experience Required:

No experience requirement provided.

Job Description:

Provide direct assistance to the individuals we support on a day-to-day basis within a residential group home. This will include providing support, mentoring and teaching independent living skills. Provide personal care assistance and promote the highest level of health, safety and independence. Assist individuals in performing daily living tasks, including, but not limited to, room cleaning and household chores. The staff will be required to perform housekeeping duties within the program

Instructions: Please go to our website www.acld.org and apply through the website. **If unable to apply online, please fax your resume to 516 822-0753. Please indicate position interested in on a cover sheet.**

Locations: We currently have several openings in our Suffolk County houses including **Dix Hills, East Northport, St. James, Ronkonkoma and North Babylon**. We offer morning, evening and overnight shifts including weekends.

Job Location:

Suffolk County Area, New York

Pay:

\$11.44 - \$12.88 Hourly

Duration:

Full Time, Regular

Work Days:

Work days vary

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://www.acld.org>

BUSINESS SERVICES

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JOB OPENINGS

Number of Openings:

1

Company Name:

Coca-Cola

Job Title:

Order Builder / Loader

Minimum Experience Required:

0-1 year

Job Description:

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks. - Build orders according to assigned load tickets using industrial power equipment. - Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation. - Adhere to good manufacturing practices and safety standards. - Responsible for meeting productivity requirements. - Stage completed pallets in designated area.-

High School diploma or GED preferred. - 0 - 1 year of general work experience. - Prior warehouse experience required. - Ability to operate a manual/powered pallet jack or lift product is preferred. - Demonstrated attention to detail. - Certified Forklift License a plus. - Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Job Location:

Hauppauge, New York

Hours per Week:

40

Duration:

Full Time, Seasonal

Shift:

First (Day)

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Certified Forklift License a plus

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://www.respondhr.com/38772342>

BUSINESS SERVICES

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JOB OPENINGS

Number of Openings:

1

Company Name:

Sandoz, Inc.

Job Title:

Scientist II

Minimum Experience Required:

15 years

Job Description:

Responsible for the independent management of assigned projects. Conducts research to develop or improve analytical techniques, methodology, procedures and investigates application of instruments in analysis. Evaluates new technologies for application to the current and future business needs. Responsible for understanding the Change Control system and the requirements for submitting validation reports and protocols so as to fully implement method requirements and specifications. Must be considered a subject matter expert in several testing disciplines and is responsible for training new team members on all aspects of testing and project management.

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

Doctoral Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: diversity.recruiter@sandoz.com

Web-site: <http://www.sandoz.com>

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JOB OPENINGS

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Number of Openings:

1

Company Name:

Sandoz, Inc.

Job Title:

Automation Engineer IV

Minimum Experience Required:

7 years

Job Description:

Responsible for the management and execution of project related activities carried out within the assigned areas of responsibility, including the management of internal company resources, (assets, financial, and personnel), and external professional Engineering and Design firms. Excellent technical writing, presentation, and documentation skills. Proficient in MS Office applications and AutoCAD.

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: diversity.recruiter@sandoz.com

Web-site: <http://www.sandoz.com>



JOB OPENINGS

Number of Openings:

1

Company Name:

Sandoz, Inc.

Job Title:

Associate Director of Procurement

Minimum Experience Required:

10 years

Job Description:

Directs the development, execution and management of commodity strategies for Fougera, supervising commodity managers, leads and one analyst. Primary point of contact internally and externally for all procurement related matters. Must Identify, design, and improves core processes and policies relating to procurement and leads deployment and management across the company.

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

Master's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: diversity.recruiter@sandoz.com

Web-site: <http://www.sandoz.com>

BUSINESS SERVICES

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JOB OPENINGS

Number of Openings:

1

Company Name:

Sandoz, Inc.

Job Title:

Senior Associate Batch Record Release

Minimum Experience Required:

3 years

Job Description:

Review and audit in process and finished product batch records to ensure conformance to established company procedures and government regulations prior to product release. Control movement of quarantine inventory from manufacturing site to point of distribution. Release of finished product to market. Reporting of non-conformance to the appropriate personnel for reconciliation and investigation. Ensures all work is performed in a safe, effective manner, and in compliance with the appropriate industry and regulatory (FDA, DEA, OSHA) standards, and Departmental, Plant, and Corporate quality and Behavioral Based Safety (BBS) goals.

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: diversity.recruiter@sandoz.com

Web-site: <http://www.sandoz.com>

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JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Yoh Services, LLC

Job Title:

Environmental Stress Testing Specialist

Minimum Experience Required:

No experience requirement provided.

Job Description:

Top Skills Should You Possess:- Will set up and operate testing on machinery (not a test engineer). **What You'll Be Doing:-** Will operate tests of different environmental situations- Will keep track of timing of different tests being run- Will notate results in computer- Need to keep track of testing cycle times- Testing times will vary by machine and environmental stress test

What You Need to Bring to the Table:

- Experience working in manufacturing environment around machines / equipment
- Experience working in as test technician or environmental stress test technician

HIGHLY DESIRED

- Knowledge of various machinery or ability to quickly learn about the different machines
- Ability to use computer
- Ability to track and keep organized during multiple, simultaneous test cycles
- Strong follow up and attention to detail
- Must have HS Diploma
- Good attitude
- Able to work well with others- Reliable
- be at work and on time
- Able to flex time as needed for test cycles

****This is a twelve (12) month contract, paying between \$18 - \$19 per hour. ****

Yoh makes finding and applying for jobs simple. Partner with Yoh to find the right opportunities across multiple industries in the US and UK. Find out more here!

Yoh, a Day & Zimmermann company, is an Equal Opportunity Employer, M/F/D/V.

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Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

James DiLiberto
Workforce Investment Board Chair

JOB OPENINGS

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

Part 2

Job Location:

Bohemia, New York

Hours per Week:

40

Duration:

Full Time, Temporary

Shift:

First (Day)

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/8bfcca768b0e456887a2bc5cf7ea946b161>

****Recruiter: Angela Clark Phone Number: 314-275-1255**

JOB OPENINGS

BUSINESS SERVICES

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Part 1

Number of Openings:

1

Company Name:

Wesco Distribution

Job Title:

Buyer Customer Service Supervisor

Minimum Experience Required:

3 years

Job Description:

Detailed Description

- Ensure standard processes and procedures for buying, PO completion, branch & supplier communication, and other areas impacting buying activities.
- Monitor buying activity on a day-to-day basis to identify opportunities to improve working capital/service performance, training, and best-practice sharing. Investigate and resolve why buying activities outside of system parameters are taking place.
- Ensure process group is sourcing, editing, pricing and expediting within the company and contractual guidelines.
- Review/distribute all incoming orders (spot buy/replenishment) providing sourcing guidance as needed.
- Follow up in resolving all customer and supplier invoice/credit issues.
- Drive performance objectives set forth in both the customer contract as well as the internal order process.
- Review program performance metrics, margin analysis of his/her programs.
- Participate in all customer/program performance calls.
- Establish relationships with key supplier contacts needed to support process improvement.
- Assists with customer audits and market baskets.
- Work with Group Program and Site Managers to insure savings goals are being met.
- Provides insight on any systems changes that need to occur based on customer demand or requirements.
- Manage PTO and conduct performance appraisals of team.
- Interview and provide input on new team employees.
- Develop, nurture, and grow a focused and motivated team of people with common goals and a strong sense of interdependence for success. Ensuring all team members are adequately trained following established SOP and SOX controls along with providing all the required training documentations for ISO.
- Represent WESCO management to all internal and external constituencies of the company with a high degree of professionalism and a focus on continuous improvement, while exhibiting and providing the example to others of our shared values of integrity, customer interests first, mutual support, respect for individuals, creativity and diversity.



JOB OPENINGS

Part 2

EXPERIENCE:

- 3 years supervising experience
- 3 years purchasing MRO/Indirect Materials
- 3 years order process, procedures in similar positions

EDUCATION:

- Bachelors' Degree required

SKILLS/REQUIREMENTS:

- Advanced knowledge of purchasing and inventory concepts, practices, and procedures
- Knowledge of industry including suppliers, customers and competitors
- Knowledge of business performance measures
- Strong verbal and written communication skills
- Strong negotiation skills
- Strong problem solving skills
- Strong analytical skills
- Strong computer skills including purchasing and inventory management systems, programs and reports
- Ability to exercise judgment
- Ability to assume leadership role

Job Location:

Port Washington, New York

Hours per Week:

40

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/dd41f7c310f84faeab4ff2cd0904ef36161>

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

JOB OPENINGS

Number of Openings:

1

Company Name:

Wesco Distribution

Job Title:

Computer Operator Associate

Minimum Experience Required:

No experience requirement provided.

Job Description:

The position is for entering purchase order detail into our system and generating supplier PO's.

Detailed Description

Responsibilities and essential job functions include but are not limited to the following:

- Entering supplier quotes and Po details to generate supplier orders.
- Placing supplier orders when required.

Perform other duties as required.

Job Requirements

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated proficiency in data entry.

Strong verbal, written, analytical and interpersonal skills.

Job Location:

Port Washington, New York

Hours per Week:

40

Duration:

Full Time, Regular

Minimum Education Required:

No education requirement provided.

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/b5ce59ad533d4dff89fba7110e1d6758161>

BUSINESS SERVICES

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